

SECTION 6 PROBATIONARY PERIOD

6-1. **Objective.** The probationary or working test period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the probationary employee's work, to secure the most effective adjustment of the probationary employee to the position, and to determine, at the discretion of the Hiring Authority, if the probationary employee should be retained and placed in the Public Safety Service as an employee. All original and promotional appointments shall be tentative and subject to a probation period of twelve (12) months, and successful completion of police officer standards and training, whichever is later, but not to exceed eighteen (18) months.

6-2. **Release of Probationer.** At any time during the probationary period the Hiring Authority may recommend to the Mayor the removal of a probationary employee, if in the Hiring Authority's opinion the work and training test period indicates that the probationary employee is unable or unwilling to perform the duties of the position satisfactorily or that the probationary employee does not merit continuance in the Public Safety Service. The Hiring Authority may recommend to the Human Resources Director that a probationary employee who falls below the minimum requirements for the position as set forth in Schedules A, B, and C, or as set forth in the statement of limits, qualifications, and requirements under which the probationary employee's application was accepted, be terminated from the Public Safety Service at the discretion of the Hiring Authority with approval of the Mayor. The recommendation for removal and the reasons shall be in writing and filed with the Human Resources Director and removal of the probationary employee shall be effective upon approval by the Mayor. There is no appeal of the release of a probationary employee.

6-3. **Probation Period Reports.** During the sixth month of probationary appointment, the Hiring Authority shall evaluate the performance of the probationary employee and based on such evaluation and the record of the Hiring Authority, the probationary employee shall either be released as provided or be considered eligible for continued probationary employment. Pay increases associated with successful evaluations will be made in accord with the pay policy of the City. During the twelfth month of probationary appointment, the probationary employee's performance shall again be evaluated by the Hiring Authority and the probationary employee shall be either terminated or appointed to employee status with associated pay increase in accordance with the pay policy of the City. No probationary employee shall be paid for work performed after the expiration of the probationary period unless the Hiring Authority, prior to the expiration date, has notified the Mayor that the probationary employee has been recommended for regular appointment to the position. When no such notification is given, the probationary employee shall be deemed to have been removed at the expiration of the probationary period, subject to the approval of the Mayor.

6-4. **Leave During Probation Period.** Time spent on any leave of absence shall not be considered as part of any probationary period.

6-5. **Regular Appointment Following Probation Period.** Upon recommendation of the Hiring

Authority and approval by the Mayor, a probationary employee shall become a regular status employee of the Public Safety Service in the position for which the employee is certified and has completed probation, and the Human Resources Director shall so notify the Hiring Authority, the Mayor, and the employee.